# Transcription/Video Captioner - DME Video Production Team



Project Title	Transcription/Video Captioner - DME Video Production Team
Project Summary	Veterans with sight and hearing disabilities need closed captions in order to learn about benefits and services from videos. You can help ensure that they get access to the same information as individuals without disabilities when they are watching VA's videos.
Country	United States

## **Project Description**

VA's video production team is looking for hard working individuals to work on our transcriptions team. This position provides support services to the Digital Media Engagement video production team.

#### Duties include:

- -Transcribing online videos, word for word using proper punctuation.
- -Cleaning up a rough transcription of a video. Cleaning up entails taking a rough transcription of text, editing it for proper capitalization and punctuation and verifying accuracy against the video.
- -Editing and timing closed captions in YouTube.
- -Ability to turn around projects in the same day. Often times we need a 3 to 15-minute video transcribed quickly. It can take anywhere from 10 minutes to two hours to complete any given transcription. We typically need transcriptions completed within 5 hours of accepting the assignment.

## **Required Skills or Interests**

Skill(s)
Analytical writing
Editing and proofreading
Writing

#### **Additional Information**

The Department of Veterans Affairs' Digital Media Engagement Team internship is one of the largest and most established internship programs available through the Virtual Student Federal Service. This past year, our internship has hosted over 300 interns in various departments and leadership positions. If you want to join a team that is well structured and will offer meaningful work that will help you build skills that you can add to your resume, then we strongly encourage you to apply to our team.

For more information please visit: https://dmeinterns.org/

# **Language Requirements**

None